横須賀基地空席広報 VACANCY ANNOUNCEMENT		広報番号: Announcement No.	NE-28-07(A)	
		募集締切日: Closing Date	17 Jan 07	
		発行日:	20 D 06	
Amendment: Corrected the type of occupation in block 1 to ■ 事務系 (Administrative).		Date of Issue	28 Dec 06	
1.職種名 Job title (等級 Grade 4/語学等級 LAD 3)	募集人数	4.募集範囲 Area of Consideration		
Personnel/Manpower Coordinating Clerk #327 (人員又は入力調整事務職) 受諾可能な下位等級 Acceptable Trainee Level: 1-3	No. of Recruitment 1名	□ 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity □ 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance □ 現 MLC/IHA 従業員(全在日米軍)		
□ 事務系 (Administrative) □ 技能系 (Blue Collar Trade)				
2.部隊 Activity		Current MLC/IHA E		
Navy Exchange, Yokosuka		☑ 外部 Off Base Applicant		
Personnel Office		5.雇用の種類 Type of Employment		
勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka		│ │	ПНРТ	
3.勤務時間 Work Schedule (週 40 時間制 hrww)		│ │ │ │ │ │ │ │ │ │ │ │ │ │	□ 111 1	
勤務日 Work Days Monday through Friday 勤務時間 Work Hours 08:00 – 16:45	· · · · · · · · · · · · · · · · · · ·		□ 限定 Limited Term (カ月 Months)	
林憩 Recess Period 45 minutes / day		(
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6.職務内容 Duties:				
Performs a variety of clerical and administrative duties on a substantially full-time basis to assure proper control of non-U.S. personnel. Maintains personnel data and prepares requests for personnel action. Conducts follow-up on performance appraisals and suggestion evaluations. Obtains and assembles information for revision or establishment of manpower requirements including narrative and statistical data. Maintains liaison with CNFJ HRO, payroll office and Managers/Supervisors. Writes a variety of related reports. Controls the work of clerical support personnel in the office. Performs a variety of clerical, procedural, and assistant work servicing non-U.S. citizens in a computerized or manual system. In a computerized system, determines appropriate coding and operates remote terminal and responds to computer queries for coded data. Working knowledge of the operations and terminology of the personnel specialty, e.g., classification, recruitment, placement, management-employee relations, employee development, personnel system management, labor relations, etc., is required in support of one or more specialized functions. Operates a government vehicle to transport personnel/documents as required. Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements				
 a. One year of clerical, technical, or administrative work experience in any field OR completion of 4-years college/university in any field. b. Must have a GOJ Ordinary Driver's License (AT limited can be accepted). c. Knowledge of regulations and procedures for IHA/HPT personnel actions such as employment, termination and replacement. d. Skill in operating personal computer such as Microsoft Office. e. Ability to communicate effectively and courteously with all level of personnel. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to speak, read and write Japanese at native language level. 				
*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-3: a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-years degree in any field.				
*A handicapped applicant may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
英語力 English Language Proficiency: □必要など Note □初級 Basic □中級 Internied Inter				
7. HE Detectional Decognotion 17/11 75 1 HE December Certificate Required . See block / 60 6				

*☑ 空席応募用紙 Application for Vacancy Announcement			
☀☑ 専門職務経歴書 Resume of Specialized Work Experience			
*の記入は Complete * in □ 日本語で Japanese ⊠ 英語で English □ どちらでも Either			
□ 日本政府発行の普通自動車運転免許証の写し(A/T 車限定も可)			
Copy of GOJ Ordinary Driver's License (AT limited can be accepted)			
□ 修了証/証明書の写し Copy of Certificate			
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)			
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)			
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)			
図 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー			
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy			
9. 応募書類提出先 Office to Submit			
内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提			
出して下さい。募集締切日必着。(HRO日本人雇用課ゲート事務所カウンター下の応募用紙提出箱			
り、深夜 0 1 0 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Emp			
Applicants. Please ensure to submit required application documents to the right office. Application	•		
the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office of	·		
from 0600 to 0100 at night.):	ounter is accessible		
from bood to brob at mgm.,			
(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりま			
すのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base			
applicants will be rated ineligible.			
1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:			
T238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 2	2		
	IRO) Yokosuka		
内線/Extension 243-8152 JN Employment Division (N132)			
2. 外部(非従業員)提出先 Off Base Applicants must submit to:			
〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegaham	a-dori Yokosuka		
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA	a dori, renesana		
	a dori, ronosana		
管理第一係 Management Section	a dorr, Tonosaka		
管理第一係 Management Section 電話番号 Phone 046-828-6959	a dori, Totosala		
電話番号 Phone 046-828-6959			
電話番号 Phone 046-828-6959 受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed of	n Japanese Holidays)		
電話番号 Phone 046-828-6959	n Japanese Holidays)		

募集部隊担当者 Activity POC: Akira Tominaga 軍電 (DSN) 243-5149

PD No.: NEX-PERO-006 PD is accurate and current. Certified by Activity: at HRO: AH 12/20 ah 12/26

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。Submitted applications will not be returned.

交通費支給。勤務時間が週30時間以上の場合、社会保険の適用があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。